



STAFF ADVISORY COUNCIL

Staff Advisory Council General Meeting Minutes

Staff Advisory Council met on

January 8, 2025 @ 1:15pm at

412 Student Union (Council Room).

All meetings are open to the public. Virtual attendance links are available upon request.

- A. **Call to Order:** Sam Morse

- B. **Roll Call:** Sam Cypert
 - a. Members (In-Person): Aaron Lively, Emily Billings, Janell Hamilton, Justin Worley, Kaitlin Little, Kala Davis, Kim Howerton, Kimberly Meints, Ramitha Raja, Robert Raab, Samuel Cypert, Samuel Morse.
 - b. Members (Virtual): Amy Phipps, Angie Duckworth, Joshua Hawkins, Molly Battershell, Nicole Hendricks, Roxanne Maynard, Sheri Buntin, Suni Hertt, Victoria Gandy.
 - c. Guests (In-Person): Brittany Lee, Meeting and Conference Services staff.
 - d. Guests (Virtual): None.
 - e. Regrets: Kegan Herrick, Michelle Stewart, Natalie Noles.

- C. **Approval of the Minutes:** Sam Morse
 - a. Motioned by Kimberly Howerton
 - b. Seconded by Janell Hamilton
 - c. The motion was unanimously approved.

- D. **Approval of the Agenda:** Sam Morse
 - a. Correction(s): Changed “January 8, 2024” to “January 8, 2025.”
 - b. Motioned by Justin Worley.
 - c. Seconded by Kim Howerton.
 - d. The motion was unanimously approved.

- E. **Special Guest Speaker(s):** Brittany Lee, Community Engagement Coordinator, University Health Services
 - a. Health Services at OSU
 - i. Employee and Staff options available
 - 1. Located on-campus by Iba Hall. Same location since 1974.
 - 2. Open Mon-Fri, 8am-5pm.
 - 3. Urgent care visits
 - a. Any blood tests can be done in-house. Laboratory can process over 100 types of medical tests.
 - 4. Lab & radiology
 - a. X-Ray technicians on-site to help with scans.

5. Women's clinic
 - a. Open to all female persons on campus.
6. Pharmacy
7. Travel immunizations
8. Allergy injections
9. Behavioral medicine
- ii. Who is eligible?
 1. All benefits-eligible employees and dependents age 6 and up.
- iii. Who works there?
 1. Patient care is provided by UHS medical and nursing staff. The Employee Health Clinic and staff is housed separately from the student health clinic.
 2. Currently at 54 employees.
 3. Student employees also employed in the clinic. Most usually Pre-Med majors and gain hands-on experience in the student clinic. Majority of students have gone on to P.A. or medical school.
- iv. What can UHS do?
 1. Individualized patient care by assessing and treating work-related injuries and other non-emergency acute medical conditions.
- v. How can I be seen?
 1. Patients are seen by appointment only; 8am-5pm
 2. Clinic appointments may be scheduled via the UHS Patient Portal or by calling 405-744-7665.
 3. EAP appointments may only be scheduled by calling 405-744-7665.
- vi. Employee Health Clinic Highlights
 1. Provider – Jennifer Gallaway, Nurse Practitioner
 2. Able to see regarding:
 - a. Sick visits
 - b. Minor sprains, burns, and cuts
 - c. Seasonal allergies
 - d. Worker's comp injury
 - e. Occupational health
 - f. Acute medical needs
- vii. Employee Assistant Psychologist Highlights
 1. Dr. Tamara Richardson, PhD, EAP
 - a. Free and confidential
 - b. Initial assessments
 - c. Short-term counseling
 - i. Can potentially be extended for a few additional sessions depending on coverage with BlueCross BlueShield.

- d. Referral services
 - e. Non-emergency mental health assistances
- viii. Additional Service Highlights
 - 1. Allergy Injection Clinic
 - a. Patients who have already been prescribed allergy injections by a specialist may receive their routine injections at UHS.
 - 2. Women's Clinic
 - a. Provided for the female population of OSU, the clinic offers additional services.
- ix. Pharmacy Highlights
 - 1. 2 registered pharmacists
 - 2. UHS and outside prescriptions
 - 3. Communication with other pharmacies
 - 4. Drive-thru is available
- x. Immunizations
 - 1. Routine and specialty vaccines
 - 2. State of Oklahoma compliance
- xi. Additional info
 - 1. Emergency needs such as anaphylaxis, stitches, chest pain, difficulty breathing, changes in mental state, severe illness, or loss of consciousness should call 911 or proceed immediately to a hospital emergency room.
 - 2. Please arrive at least 15 mins before your appointment time to allow you to register your vehicle, update information, and input health insurance information.
 - a. The patient parking lot is monitored by OSU Parking Services. Unregistered vehicles may receive a parking ticket.
 - 3. A Referral Specialist is available to staff who may need services that lie outside of the UHS scope of care.
 - 4. 13 providers, 14 nurses, 6 people on medical office assistant team, and the leadership team.
 - 5. Additional questions can be sent to Brittany Lee at bnlee@okstate.edu. Brittany acts as a liaison between UHS and OSU.

F. Officer Reports:

- a. **Treasurer's Report:** Molly Battershell
 - i. No report. Waiting on numbers; will email afterward.
- b. **Secretary:** Sam Cypert
 - i. SAC Polos

c. Vice-Chair: Kimberly Meints

i. December STAR Awards

1. Aimee Elmquist
2. Brandi Parker-Nunley
3. Brie Bradshaw
4. Debra Higgins
5. Judy Parrott
6. Kaitlyn Powell
7. Malorie Kittle
8. Melissa Mourer
9. Taylor Ventris
10. Tiffany Buschman

d. Chair: Sam Morse

i. Invited to table at the Mental Health Resource Fair on Feb. 6.

1. SAC does not function as a mental health resources, but staff do prefer to see our presence to ensure we are communicating staff concerns to upper administration.
2. Sam will be sending out a form for SAC members to sign up.
3. Once signed up, SAC leadership will work with transporting supplies to the venue.

ii. Staff Survey

1. Sam will be reaching out to those who indicated interest (on SAC and off SAC) to discuss the current plan, interest in chairing the group, and starting the initial rollout.

iii. Faculty Council

1. Slots are still open for SAC members to sign up. Form will be sent out by Sam Morse later today.
2. This semester, Faculty Council will be moving to ITLE rather than the Student Union Council Room.
3. This month's FC meeting is one week later than usual. Make sure to double-check dates on the form.

G. Reports of Standing Committees:

a. Rules, Policy, and Procedures: Justin Worley

- i. No formal report. RPP is in the process of working with HR to send back revisions on the grievance policy. RPP is expecting HR to respond soon so the policy amendments can be brought to the Council next month.

b. Communications Committee: Kaitlin Little

- i. Comms Team met yesterday; Kaitlin mentioned that she is interested in having a Co-Chair. If any SAC members are interested in co-chairing, reach out to Kaitlin to discuss in more detail.

c. Awards and Recognition Committee: Sam Cypert for Natalie Noles

- i. 13 applicants so far for the SAC Scholarship awards. Applications close March 14.

d. Events Committee: Ramitha Raja

- i. No report.

e. Access, Community, and Engagement: Mili Jha

- i. No report.

H. Branch Campus Reports:

a. OSU-Tulsa:

- i. No report.

b. OSU-CHS (Center for Health Sciences):

- i. No report.

c. OSU-OKC (Oklahoma City): Sam Cypert for Nick Irby

- i. OSU-OKC SAC will be running a chili cook-off in March.
- ii. A committee to examine and possibly rewrite the OSU-OKC Staff Council bylaws is being formed, with the goal of having new bylaws written and approved by the time the new Executive Team takes office in July.
- iii. OSU-OKC recalls a climate survey being discussed, if SAC-Stillwater is moving forward with this, the SAC-OKC team would like to talk through conducting a similar survey for their campus.

d. OSUIT-Okmulgee (Institute of Technology):

- i. No report.

I. Reports of University Committees:

a. Faculty Council:

- i. No report this month due to later-than-usual meeting; two reports will be provided at next month's SAC meeting.

b. Human Resources:

i. No report.

c. GPSGA:

i. No report.

d. Department of Wellness:

i. No Report.

e. Student Government Association: Sam Cypert for Melisa Echols

i. Martin Luther King, Jr. March and Campus Events.

J. Unfinished Business:

a. None.

K. New Business:

a. None.

L. Announcements:

a. Ramitha Raja: When could we expect communication from HR regarding the executive order from Gov. Stitt regarding the limitations of work-from-home options for staff employees?

i. Sam Morse: Nothing concrete at this point. Communication should be coming soon.

b. Kim Howerton: Have we heard anything from the Pedestrian Safety Task Force?

i. Sam Morse: Pedestrian Task Force has been added to an existing department to make it part of the official structure of OSU.

c. Next Meeting:

i. **Date:** February 12, 2025; 1:15 – 3:30 p.m.

ii. **Location:** 412 Student Union (Council Room)

M. Adjournment

a. Moved by Justin Worley.

b. Simultaneously seconded by Kim Howerton and Kaitlin Little.